



Bancontact Rulebooks

Payment Scheme Membership Agreement 2100 – Schedule 1 – Member Forum Procedures

February 2019



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1 Changes from the previous version

This chapter highlights the main differences between the November 2013 version of the present document and this new version:

- Rebranding.

2 Selection of the Card Issuer participants to the Member Forum

2.1 Representation of the large Card Issuer Members

Each year, beginning of February, the Payment Scheme Manager calculates the Card Issuing Volumes of each Group of Members based on the following information:

- The Payment Scheme membership as of the 31 December of the elapsed year; and
- The cumulative volumes of the elapsed year: total number of successful transactions performed by the customers of all Members that are part of the Group and have a Card Issuer License.

The four biggest Groups in terms of number of issuing transactions will have a seat, representing Card Issuers, in the next composition of the Member Forum.

2.2 Election of the Representation of the other Card Issuer Members

Each Group of Members, not part of the four biggest Groups and with at least one Member having a Card Issuer License is allowed and should propose its candidature to the 5th Card Issuer seat of the Member Forum, for the representation of the other Card Issuer Members. Those Groups are referenced as “such groups” in the rest of this paragraph.

Each year, at the beginning of February, the Payment Scheme Manager will send a courier to the Principle Contact of each Member of “such groups”, asking for candidature to the participation to the Member Forum. Deadline for replies: before the end of the month.

At the end of February, the Payment Scheme Manager will establish the list of valid candidates based of the following considerations:

- Candidatures must be entered before the final date mentioned in the previous courier.
- If different Members of a Group propose to be candidate, only the biggest Member (in terms of number of issuing transactions) will be retained.

At the beginning of March, the Payment Scheme Manager will send a courier to the Principal Contact of each Member of “such groups”, with a bulletin of vote containing the list of the retained candidatures. Those bulletins will be marked to avoid counterfeiting. Deadline for replies: before the end of the month.

At the end of March, the Payment Scheme Manager will compile the results of the pool based of the following considerations:

- One vote is allocated to each Member having a Card Issuer License and that is part of “such group”.
- Votes must be entered before the final date mentioned in the previous courier.
- The Group whose candidature received the largest number of votes will be selected.
- If 2 candidate Groups have received the same number of votes, the largest one (in terms of number of issuing transactions) will be selected.

The whole election process will be archived by the Payment Scheme Manager in order to allow eventual audit of the process.

2.3 Identification of the Participants to the Member Forum

At the Beginning of April, for each Group with a representation on the Forum (i. e. the 4 biggest Groups and the elected one), the Payment Scheme Manager will send a courier to the Principal Contacts of each Member of the Group with a Card Issuer License, requesting the Group to nominate the person that will attend the Member Forum Meetings as representative of Card Issuer Members.

3 Selection of the ATM Acquirer participants to the Member Forum

The same procedures as for the Card Issuer Members apply, replacing:

- “Card Issuer License” by “ATM Acquirer License”; and
- “Card Issuing Volumes” by “ATM Acquiring Volumes”; and
- “number of issuing transactions” by “number of ATM Acquiring transactions”; and
- “performed by customers” by “performed on ATM Terminals”; and
- “Card Issuer seat” by “ATM Acquirer seat”; and
- “Card Issuer Member” by “ATM Acquirer Member”

4 Selection of the Merchant Acquirer participants to the Member Forum

The same procedures as for the Card Issuer Members apply, replacing:

- “Card Issuer License” by “POS Acquirer License or E&M Acquirer License”; and
- “Card Issuing Volumes” by “Merchant Acquiring Volumes”; and
- “number of issuing transactions” by “number of Merchant Acquiring transactions”; and
- “performed by customers” by “performed at Merchants”; and
- “Card Issuer seat” by “Merchant Acquirer seat”; and
- “Card Issuer Member” by “Merchant Acquirer Member”.

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